

# BATCH FILE UPDATES FOR CACTUS

Utah State Office of Education

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The following batch updates are available through the CACTUS menu. Districts create the batch files and test these using CACTUS. When the submission is acceptable to the districts, they can email the file to USOE for immediate processing. For further information contact Kent Lundquist (klundqui@usoe.k12.ut.us)

## Complete Batch Update

**Complete update of name, address, experience, and assignments data from district generated data. This will eliminate any data entry for teachers that are in CACTUS and are in the same district.**

**Help File:** [http://www.usoe.k12.ut.us/cactus/cactus\\_batch\\_upload.htm](http://www.usoe.k12.ut.us/cactus/cactus_batch_upload.htm)

**Districts using this update.**

Davis

Granite

Salt Lake (Experimenting, but not operational)

## USOE Fiscal Update

**For USOE FISCAL payroll users. This file is generated using a built in function in the USOE FISCAL system.**

### USOE FISCAL EXTRACTION PROCEDURE

This screen is selected from the FISCAL Administration pull-down menu of the Personnel Menu. The purpose of this program is to extract data from the personnel file for transmission to CACTUS. CACTUS is then updated, based on the extract. The program writes the extract to the file CERTDATA.Dxx on the default drive in the REPORTS subdirectory. The xx is determined by the district number.

After extracting the file, send it to your CACTUS person who can check it in CACTUS (See CACTUS Help)

**HELP FILE :** [http://www.usoe.k12.ut.us/cactus/dcs\\_fiscal\\_upload.htm](http://www.usoe.k12.ut.us/cactus/dcs_fiscal_upload.htm)

### CACTUS Fields

District Number

Social Security Number

Last Name

First Name

Middle Name or Initial

Maiden Name

Address 1

Address 2

City

State Abbreviation (usually UT)

Zip

Phone

Birth Date

Gender (M or F)

Ethnic Code

Married or Single (M or S)

Total Salary  
Base Salary  
Lane  
Step  
Contract Days  
Termination Date  
FTE

**Districts using this update.**

Grand  
Ogden  
Uintah  
Washington

**Districts that can update CACTUS using USOE FISCAL System**

02 Beaver	11 Grand	24 Rich	37 Ogden
03 Box Elder	13 Iron	27 So. Sanpete	39 Logan
04 Cache	16 Kane	28 So. Summit	40 Murray
05 Carbon	17 Millard	29 Tintic	45 Bridgerland ATC
06 Daggett	20 No. Sanpete	31 Uintah	47 Uintah Basin ATC
08 Duchesne	21 No. Summit	32 Wasatch	64 Salt Lake/Tooele ATC
09 Emery	22 Park City	33 Washington	
10 Garfield	23 Piute	34 Wayne	

## Salary Only Update

**Update of salary only from district generated data. This file is created by the districts who do not have the USOE FISCAL system.**

**Help File:** [http://www.usoe.k12.ut.us/cactus/salary\\_only\\_upload.htm](http://www.usoe.k12.ut.us/cactus/salary_only_upload.htm)

**CACTUS Fields**

District Number  
Social Security Number  
Lane  
Step  
Contract Salary  
Contract Days  
Contract Hours  
Add-on Salary

**Districts using this update.**

Alpine  
Jordan  
Provo  
Salt Lake  
Weber